

**NOTICE**

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT – WIC & IMMUNIZATION**.

JOB TITLE:                   **TYPIST CLERK II**

RATE OF PAY:           **\$12.14 per hour entry, progressing to  
\$14.33 per hour after 2 years (TU05)**

Full-time position with benefits as provided for through the USW full-time labor agreement (although union membership is voluntary).

**GENERAL SUMMARY:** Performs routine, semi-complex, and complex clerical tasks requiring understanding of departmental activities and exercise of good judgment. Provides clerical support to the Immunization Clinic and WIC Program. Requires understanding of departmental activities and community resources. Must work well with the public. Performs typing and other clerical duties. Works under the direction of the WIC Manager, Public Health Nurse Manager and the Health Officer.

**TYPICAL DUTIES:**

1. Serves as clerical support to the Immunization Clinic and WIC Program. Using computer, sets appointments for clients who need services. Frequently interacts with clients, clinical nurse, dietitians, supervisor, and other staff through written, telephonic, and face-to-face communications.
2. Contacts eligible clients, explains the WIC program and encourages them to participate.
3. In the event the automated system fails, may notify participants of upcoming appointments and contacts families that do not keep appointments.
4. Maintains program statistics and records; types correspondence; enters and retrieves data using a computer.
5. Performs WIC data entry of required participant information into MI-WIC including but not limited to: determining eligibility for enrollment, completing nutrition education, transferring clients from other State/Local WIC programs and issuing participant benefits.
6. Performs Immunization data entry of required participant information in M&M VHN to prepare medical records/billing record for participants’ immunizations.
7. Sends reports to the Michigan Department of Health and Human Services, as directed.
8. Prepares materials for WIC and Immunization promotional activities.
9. Assists in special projects.
10. Orders and maintains supplies and materials.
11. Processes invoices for vendor payment in MUNIS.
12. Conducts look-ups, searches, and verification from departmental records for interested public and other departments; uses the internet; prepares reports.
13. Responsible for program printing and mailing.
14. Serves as secretary at meetings, taking notes and preparing summary minutes.
15. Assumes duties of other clerical and technical staff in their absence or for other reasons.
16. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
17. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS REQUIRED (WITH OR WITHOUT REASONABLE ACCOMMODATIONS):**

<b>Required</b> <ul style="list-style-type: none"><li>•Must have 6 to 12 months clerical experience.</li><li>•Reading comprehension skills sufficient to understand Federal/State guidelines and procedures for eligibility and utilization of programs by clients.</li><li>•Must be accurate dealing with data, records, files, reports, charts and case numbers.</li><li>•Excellent work, attendance and discipline record.</li><li>•Excellent references and background check.</li><li>•Must be able to perform multiple tasks at the same time, such as waiting on clients, answering the telephone, typing, retrieving information, communicating with staff, etc.</li><li>•Typing speed of 50 WPM (corrected no more than 5 errors).</li><li>•Must to be able to courteously react to upset or angry clients.</li></ul>
<b>Preferred</b> <ul style="list-style-type: none"><li>•Experience with Virtual Health Network and MUNIS for processing invoices.</li><li>•Experience with Michigan Department of Health and Human Services (MDHHS) electronic reporting program: Single-Sign On (SSO).</li><li>•Proficiency in word processing and data entry.</li></ul>

Applicants may be required to take written and/or other examinations.

**Physical Requirements:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, up to 10 pounds of force up to one third of the time.

Make application at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan, 48708, no later than **4:00 p.m., Friday, March 4, 2016**.

**Bay County is An Equal Opportunity Employer**

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”